



On your marks for little hearts...

How to register with City-Bay & HeartKids SA and begin fundraising to gain sponsorship

Sunday Mail City-Bay Fun Run Sunday 19th September 2010

STEP ONE – Register with City-Bay (by 7th Sept online)

The easiest way is online www.city-bay@.org.au – go to REGISTER ONLINE HERE

If you have a workplace/club/group you want to run/walk for HeartKids SA – there are two ways you can do it:-

- Option 1: Register your group on one central login and have each individual join your group (you will need to give them user id/password details to join) – the problem with this way is that after all the individuals join your group – then you need to pay in one lump sum (and receive the money from each of them) – but this may suit some workplaces etc.
- Option 2: Have each participant register individually (or can register their own families etc) and just ensure that they all know to type in or choose your **GROUP name (eg. CrossFit Training)** and type in or choose the **TEAM name as “HeartKids SA”** – they will have to pay for their own registration this way and all correspondence and confirmation will be sent direct to the individuals.

If you are an individual – its pretty self explanatory when registering your details.

Logon type - either: Group Co-ordinator (if you are setting up as per Option 1), Family (you will need to create a user profile and then a participant profile for each family member – so if you are the user creating details for your family and participating you will need to fill in your own details twice) OR Individual

Category:- Charity group

Once you have entered all group members or family members or just your own details, you can go to checkout (or come back at another time from the home page) and make your payment.

Group Name:-

Either choose “HeartKids SA” OR if you are putting your own Group together you can make up your own group here.

Team Name:- This is VERY IMPORTANT that you choose “HeartKids SA” as your Team Name

STEP TWO – Register your participation with HeartKids SA - FREE

Once you have registered and paid City-Bay, received your receipt number - you can then register with us:-

Go to www.heartkidssa.org.au and click on City-Bay link and download the required form(s):-

- If you are a group / workplace / club / team – “Registration Form – Group”
- If you are a Family – “Registration Form – Family”
- If you are an Individual – “Registration Form – Individual”

Follow instructions on our registrations form as to where / how to enter the HeartKids team.

Registrations Contact:-

Desiree Ruby - Volunteer

Mobile: 0438-815777

STEP THREE – Build a Fundraising Page OR fundraise offline

NO Money from your City-Bay Registration fees goes to our charity – therefore we rely heavily on our participants choosing to fundraise/gain sponsorship for their involvement to help us raise the funds for this event. You can either join the www.everydayhero.com.au/heartkidssa webpage as a fundraising team member (if you would like to do this – email citybay@heartkidssa.com.au and we will send you your logon and password).

OR create your own simply by following the details below:-



Click on RAISE FUNDS FOR CHARITY from the City-Bay home page

then BUILD A FUNDRAISING PAGE button

Click on H or type in HeartKids and scroll down to find “HEARTKIDS SA” - Choose

Register & create a fundraising account - here you can:-

- Create an individual page
- Create a team fundraising page (great for workplaces, clubs, groups)
- Join an existing fundraising team

Individual or team/group:-

- Create an individual/family page
- Create a new team (you will be the team leader and can have as many other team members as you like raising funds individually but on the same team page & totals)
- Join a team (if you are invited to join an already setup fundraising team)

Click NEW TEAM and choose “single team fundraising page” (if you are creating a team/group page)

Some hints/helpers:-

- Go to www.everydayhero.com.au/heartkidssa if you would like to view the one we have setup to give you an idea
- Obviously if you know someone affected by Childhood Heart Disease you can use this as part of your campaign or if choosing to support HeartKids SA for a charity choice then feel free to email citybay@heartkidssa.org.au if you would like a photo/picture emailed to you to use on your fundraising page.
- Title is what will be seen at the top of your Fundraising page
- Target – this is the total you expect your whole group/team (on your fundraising page) to reach
- Unique Web Address – this the link that you will email around to all your colleagues, family and friends to get behind you and support you

Offline Fundraising / gaining sponsorship

Alternatively – if you would like a sponsorship kit sent to you (hard copy for gaining sponsorship, receipt book and poster), please email citybay@heartkidssa.org.au .

We would like to thank you from the bottom of our hearts for choosing to help raise the profile, funds and awareness for HeartKids SA. Your support is greatly appreciated.

Fundraising / Sponsorship Contact:-

Emily Connor - Volunteer

Mobile: 0410-032476